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## PERSONAL INFORMATION

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As'ad Numan As'ad A'wad

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## EDUCATION

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- **An-Najah National University** – Nablus, Palestine  
*Bachelor of Public Relations & Communication* May 2014  
GPA: 2.91

**Related courses:** Events management, Projects management, News Releases ... etc.

- **Graduation Project:** *The Role of the Social Media at the higher Palestinian Education Institutions in improving the mental image. April 2014.*
  - **Abdul-Raheem Mahmoud Boys Secondary School** - Anabta, Tulkarem - Palestine  
General Secondary Examinations Certificate (TAWJIHI), June 2009.
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## PROFESSIONAL EXPERIENCE

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➤ **An-Najah National University**, Nablus, Palestine, April 2015 - up  
Till now.

- Public Relations and Employment Officer, Hisham Hijjawi College of Technology.

**Responsibilities:**

- **Reporting & Publishing:** Reporting, and writing success stories and publishing them at local newspapers and other media means, such as, Radio, TV, internet and other relevant magazines.
- **Event Management:** Organizing events of the college i.e. conferences, workshops, annual graduations festivals, seminars and other courses.
- **Employment & internship:** In charge of managing employment unit, and concerning graduates to be employed, thus corresponding relevant companies and institutions to provide them with the necessary information about graduates, as well as holding employment days at the college.
- Coordinator of Reem Hijjawi student loans fund.

- Receiving delegations from local, regional, and international companies and institutions, as well as school students from all parts of our homeland.
- Photographing all activities.
- In charge of the college's website updating.
- In charge of social media page at the college (Facebook, Twitter, YouTube, Instagram).
- Trainer at:
  - Passport to Success program that is financed by International Youth Organizations.
  - Public Relations & Communication courses financed by the Arab Kuwaiti Fund.
- Designing and following-up the publications and graduation books of students, as well as other media materials (flyer, Roll up, Banner, Brochures, Folders, and Books).
- Representing the college in conferences, seminars, and workshops, at local and international levels.
- Contacting the local and regional communities in order to hold different kind of events, courses, activities, and signing cooperation agreements.

➤ **Turquoise for media & marketing, Ramallah, Palestine 2014-2015.**

- Public Relations Coordinator.

**Responsibilities:**

- Coordinating with customers and suppliers of the company and following-up their applications.
- Writing and following-up tenders at the local newspapers and applying for them.
- Event Management for many institutions.
- Running social media page of the company.
- Coordinating with the local media means to publish radio advertisement as well as producing and specifying time of their publications.
- Preparing and following up customers' orders of brochures, books, calendars, and other advertisement campaigns.

➤ **Ministry of information, Nablus, Palestine, 2012-2014.**

- Trainee at the Media Unit.

➤ **Anabta municipality, Anabta, Tulkarem, Palestine, 2014**

- Trainee at the Public Relations department.

➤ **Local Youth Council, Anabta, Tulkarem, Palestine, 2011- 2014**

- Public Relations member's & volunteer.

➤ **An-Najah National University, Nablus, Palestine, 2012-2013**

- Includes: Organizing the 4th Conference of Arts & Popular Folk
- Managing the photo-gallery event.
- Projects' Management: Writing a proposal for designing a website.
- Writing Reports.

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## TRAINING COURSES

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- ❖ **Advanced Management skills**, An-Najah National University, 22 hours. 2016.
- ❖ **Passport to success**, International Youth Organizations (IYF), 30 hours, 2016.
- ❖ **Workplace Success**, Palestinian Employment for education (PEFE), 50 hours, 2014.
- ❖ **English Conversation, Public Relations**, Hayat Center for Civil Society Development. 20 hours. 2014.

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## SKILLS

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❖ **Personal Skills**

- Ability to convince.
- Ability to work under pressure.
- Analytical skills.
- Well-organized.
- Excellent communication and interpersonal skills.
- utilizing my teamwork abilities.
- Easy integration with different group.

❖ **Computer Software:**

- MS Office (Word, Excel & PowerPoint- (Excellent).
- Multimedia Editing and Windows Applications.
- InDesign (Good).

- **Driving license:**  
Since 8 years.

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## LANGUAGES

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<u>Language</u>	<u>Reading</u>	<u>Speaking</u>	<u>Writing</u>
English	Excellent	Very Good	Very Good
Arabic(mother tongue)	Excellent	Excellent	Excellent

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## REFERENCES

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**Dr. Maher Khamash** : **Dean of Hisham Hijjawi College of Technology**  
An-Najah National University  
Nablus, Palestine  
Mobile: 0599383695

**Mr. Munzer Hamdan** : **General Manager**  
Turquoise For Media & Marketing  
Ramallah-Palestine  
Mobile: 0597597597

**Dr.Samar Al-Shinar** : **Instructor of Public Relations**  
An-Najah National University  
Nablus, Palestine  
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